

TO: School Personnel and Substitutes
FROM: Robin Martinez, Director of Finance
SUBJECT: PAY DATES
DATE: July 13, 2021

Below are the cut-off dates and pay dates for payroll for the **2021-2022** school year for administrators, teachers, paraprofessionals, bus drivers, and teacher/aide substitutes.

If you have any questions, please call Heather Conde at 552-9728.

Month	Pay Date	Begin Date	Cut-Off Date
September 2021	September 20, 2021	July 24, 2021	August 20, 2021
October 2021	October 20, 2021	August 21, 2021	September 17, 2021
November 2021	November 18, 2021	September 18, 2021	October 15, 2021
December 2021	December 16, 2021	October 16, 2021	November 19, 2021
January 2022	January 20, 2022	November 20, 2021	December 17, 2021
February 2022	February 17, 2022	December 18, 2021	January 21, 2022
March 2022	March 10, 2022	January 22, 2022	February 18, 2022
April 2022	April 20, 2022	February 19, 2022	March 18, 2022
May 2022	May 20, 2022	March 19, 2022	April 22, 2022
June 2022	June 20, 2022	April 23, 2022	May 27, 2022
July 2022	July 20, 2022	May 28, 2022	June 24, 2022
August 2022	August 19, 2022	June 25, 2022	July 22, 2022

Calhoun County Independent School District 2021-2022 Instructional Calendar

BOARD APPROVED April 12, 2021



JULY '21					
M	T	W	TH	F	
			1	2SH	
5	6	7	8	9SH	
12	13	14	15	16SH	
19	20	21	22	23SH	
26	27	28	29	30	

AUGUST '21					
M	T	W	TH	F	
2NT	3NT	4PD/T	5PD	6PD/T	
9PD	10T	11FD	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				

SD 15/TD 20

SEPTEMBER '21					
M	T	W	TH	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27SE	28	29	30		

SD 21/TD 21 6-Labor Day

OCTOBER '21					
M	T	W	TH	F	
				1	
4	5	6	7	8	
11	12SER	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

SD 20/TD 20 13-Fair Day

NOVEMBER '21					
M	T	W	TH	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22TC	23TC	24	25	26	
29	30				

SD 17/TD 19 25-Thanksgiving Day

DECEMBER '21					
M	T	W	TH	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	17]ER
20	21	22	23	24	
27	28	29	30	31	

SD 13/TD 13 25-Christmas Day

SCHOOL HOURS	
Campus	470 Minutes/Day
JR	7:40 a.m.-3:30 p.m. (PK out 3:15 p.m.)
HJM	7:45 a.m.-3:35 p.m. (PK out at 3:15 p.m.)
POC, SEAD	7:45 a.m.-3:35 p.m.
TRAVIS, HOPE	8:00 a.m.-3:50 p.m.
CHS (475 min/day)	8:00 a.m.-3:55 p.m.

INFORMATION	
NT	New Teacher Inservice
PD	Professional Development (District/Campus)
T	Teacher Prep (WD)
	Beg of 9 Week Period
	End of 9 Week Period
FD	First Day of School
IW	Inclement Weather Day
G	Graduation
	Holiday
TC	Tchr. Choice Days/Student Holiday
ER	Early Release - All
SE	Student Early Release/Campus PD
SER	Student Early Release/ Report Cards Pick-Up
	STAAR
	TELPAS
SH	Summer Hours

9 WEEK PERIODS			
	Days	Beg. Date	End Date
1	42	08/11/21	10/08/21
2	44	10/11/21	12/17/21
3	44	01/05/22	03/10/22
4	47	03/21/22	05/26/22

Total Days - 177 Total Minutes - 82,250

PROGRESS & REPORT CARD DATES			
Period	3 Week Progress Ends	6 Week Progress Ends	Report Card
1	08/27/21	09/17/21	10/14/21
2	10/29/21	11/19/21	01/06/22
3	01/21/22	02/11/22	03/24/22
4	04/08/22	04/29/22	05/26/22

SEMESTERS	
1	SD 86/TD 93
2	SD 91/TD 94
TOTAL	SD 177/TD 187

SD - Student Days TD - Teacher Days

JANUARY '22					
M	T	W	TH	F	
3	4PD/T	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	
31					

SD 18/TD 19 17-MLK Day

FEBRUARY '22					
M	T	W	TH	F	
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18IW	
21PD/I	22	23	24	25	
28					

SD 18/TD 19 21-President's Day

MARCH '22					
M	T	W	TH	F	
	1	2SE	3	4	
7	8	9	10	11IW	
14	15	16	17	18	
21	22	23	24	25	
28	29	30	31		

SD 17/TD 17 (14-18)-Spring Break

APRIL '22					
M	T	W	TH	F	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

SD 19/TD 19 15-Easter

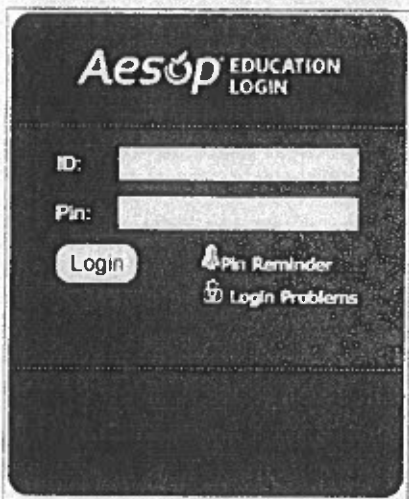
MAY '22					
M	T	W	TH	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26]ER	27T/G	
30	31				

SD 19/TD 20 30-Memorial Day

JUNE '22					
M	T	W	TH	F	
		1	2	3	
6	7	8	9	10SH	
13	14	15	16	17SH	
20	21	22	23	24SH	
27	28	29	30		

Logging in on the Web

To log into Aesop, type <http://www.aesoponline.com> in your web browser's address bar. Enter your ID number and PIN; then, click **Login**.

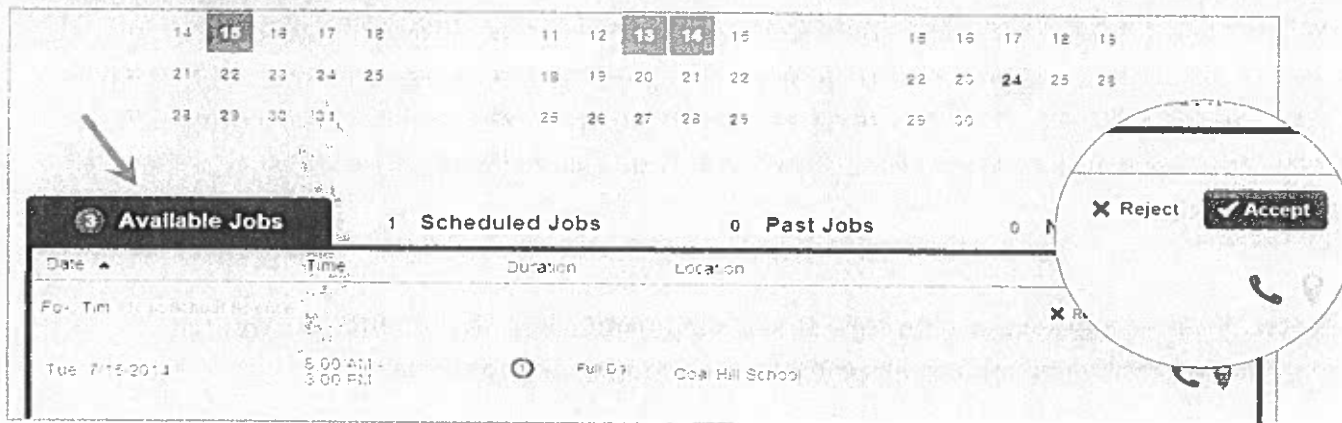


Can't remember your login info?

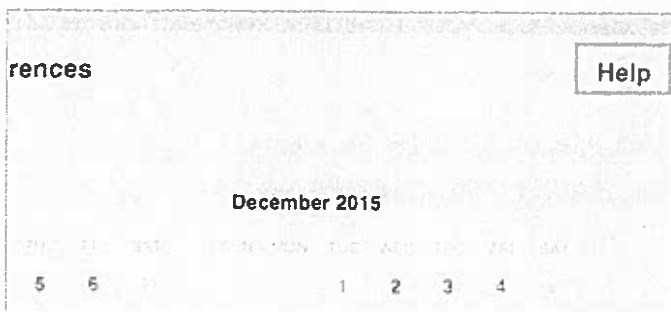
If you're having trouble logging in, click the **Login Problems** link next to the "Login" button for more information.

Finding Available Jobs

Aesop makes it easy to find available jobs right on the homepage. Jobs available for you to accept show in green on the calendar and in list form under the "Available Jobs" tab.



To accept a job, simply click the **Accept** button next to the absence. If you do not want to accept this job, click the **Reject** button, instead.



Getting Help and Training

If you have questions, want to learn more about a certain feature, or want more information about a specific topic, click the **Help** tab to go to the Aesop Learning Center to search Aesop's knowledge base of help and training materials.

Using Aesop on the Phone

Not only is Aesop available on the web, but you can also find and accept available jobs, manage personal information, change your PIN number, and more, all over the phone.

When You Call Aesop

To call Aesop, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

When calling Aesop, you can:

- Find available jobs – **Press 1**
- Review or cancel upcoming jobs – **Press 2**
- Review or cancel a specific job – **Press 3**
- Review or change your personal information – **Press 4**

When Aesop Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, Aesop will automatically start calling substitutes, trying to fill the job. Keep in mind, when Aesop calls you, it will be calling about one job at a time, even if you're eligible for other jobs. You can always call into Aesop (see "When You Call Aesop" section above) to hear a list of all available jobs.

Note: When Aesop calls you, be sure to say a loud and clear "Hello" after answering the call. This will ensure that the system knows you picked up the call.

When you receive a call from Aesop, you can:

- Listen to available jobs – **Press 1**
- Prevent Aesop from calling again today – **Press 2**
- Prevent Aesop from ever calling again – **Press 9**

If you are interested in the available job, **Press 1**. You will be asked to enter your PIN number (followed by the # sign). At this point, Aesop will list the job details, and you will have the opportunity to accept or reject the job.

CCISD Professional Dress
Professionals, Paraprofessionals and Substitutes
2021-2022

"The dress and grooming of district employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors and approved by the superintendent." CCISD, Board Policy DH (Local)

All employees should subscribe to and follow a daily minimum dress code that exceeds that of students and can be best described as "**dress /business casual.**" For campus and office assignments, please project a professional image while dressing for the south Texas weather. For summer attire, please see page 2.

1. **Facial coverings are optional, per the 2021-2022 Safe Return Plan. Protective/ safety equipment is subject to change based on the recommendations of the Commissioner of Education and the Superintendent of Schools.**
2. If remote teaching through video or through live stream, employees must maintain the same standard of professional presentation as when on campus. If an instructional employee is approved to work from home due to illness or quarantine, remote teaching will be synchronous.
3. Employee ID tags must be worn while on duty.
4. Slacks with a professional fit are appropriate. Capri and cropped pants should be no shorter than mid-calf. No shorts are to be worn at any time while working in a professional capacity unless coaching.
5. During the traditional school year, blue jeans may be worn **only on Fridays** with a school spirit shirt or a professional style shirt in school colors. Jeans should not be unduly faded or contain holes. Colored jeans may be worn as long as they meet the professional dress code. Blue jeans and a college or spirit shirt may be worn on **state testing days ONLY** (**not benchmarks, semester exams or common assessment days**). Jean passes will be printed through the personnel office and initialed by the executive staff. Administrators, counselors, office staff and district office personnel greet the public. This group should maintain a traditional professional dress Monday-Thursday and professional-style spirit dress on Fridays.
6. Staff should not wear shorts or gym attire while serving in a classroom or office or when serving the public. Hats, caps, or other head apparel are not permitted. Exceptions: CTE teachers/ coaches may wear appropriate gear for assigned activities.
7. Spirit t-shirts may be worn on Fridays if professional in appearance. Excessively worn T-shirts, halter tops, exposed midriffs, strapless and/or low cut tops, exposed backs, spaghetti straps, see-through clothing, and tanks with oversized armholes are not permitted. Undergarments shall not be visible or exposed.
8. Skirts and dresses should be of a respectable, modest length (at minimum, fingertips). Leggings may be worn under a dress if the length requirement is met. Undergarments shall not be visible or exposed.
9. No shower type flip-flops or rubber clogs (Crocs) may be worn at school.
10. Visible tattoos and similar body paintings that promote violence or reflect gang activity are prohibited. Visible tattoos and similar paintings that are considered offensive, inflammatory or disruptive to the learning environment are prohibited.
11. In keeping with professional decorum, hair must be a natural color, ears are the only exposed areas of the body on which pierced jewelry may be worn and only professional style jewelry is permitted.
12. Staff members may dress casually for **workdays** as directed by the campus principal or supervisor. Professional dress is expected for in and out of district **workshops and staff development.**

**CCISD Professional Dress
Professionals, Paraprofessionals and Substitutes
2021-2022**

All employees are role models and should dress accordingly. Questionable attire will be addressed on an individual basis by the principal or supervisor.

CCISD policy EMB (Local) , "The District shall address controversial topics in an impartial and objective manner. Teachers shall not use the classroom to transmit personal beliefs regarding political ... issues. "

SUMMER ATTIRE

CCISD "The dress and grooming of district employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors and approved by the superintendent." CCISD, Board Policy DH (Local)

All employees should subscribe to and follow a daily minimum dress code that exceeds that of students and can be best described as "dress business casual." For summer school and office assignments, please project a professional image while dressing for the south Texas summer.

CCISD Professionals, Paraprofessionals and Substitutes:

1. **For campus summer school staff only:** Jeans and a professionally worn spirit/ professional style shirt is appropriate. However, jeans should not be unduly faded or contain holes. Undergarments shall not be visible or exposed.

2. **For all office and administrative staff:** Slacks with a professional fit are appropriate. Capri and cropped pants should be no shorter than mid-calf. Colored jeans may be worn as long as they meet the professional dress code and length. Jeans may be worn on the last day of the week with a spirit shirt. Administrators, counselors, office staff and district office personnel greet the public. This group should maintain a traditional professional dress Monday-Thursday and professional-style spirit dress on Fridays.

All other professional dress standards continue to be in place.

All employees are role models and should dress accordingly. Questionable attire will be addressed on an individual basis by the principal or supervisor.

CCISD policy EMB (Local) , "The District shall address controversial topics in an impartial and objective manner. Teachers shall not use the classroom to transmit personal beliefs regarding political... issues. "

CALHOUN COUNTY ISD SUBSTITUTE TIME SHEET

Monthly Time Sheet Beginning: _____ and ending: _____

NAME: _____ Emp ID# _____

DATE	Teacher/Aide Name	Campus	½ day	1 day

Substitute Employee Signature: _____

